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PLEASE PASS TO CLO COORDINATOR, HRO AND MO

E.O. 12958: N/A
TAGS: AMGT, KFLO, APER
SUBJECT: EMPLOYMENT OPPORTUNITY IN THE FAMILY LIAISON
OFFICE: EMPLOYMENT, SNAP-GEI COORDINATOR

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1. The following is an announcement of a vacancy in the Family Liaison Office (M/DGHR/FLO). Please pass to CLO and publish widely in your mission. Please send a copy to family members interested in employment in Washington D.C. The application deadline for this announcement is September 18, 2006.

2. Title: Employment, Program Specialist, Family Liaison Office (M/DGHR/FLO), GS-0301-12, full time, 2-year limited appointment, Excepted Service, Schedule A.

3. Summary and Background: Department of State sends its employees on assignment worldwide. Foreign assignments impact heavily on the accompanying spouse seeking to maintain a dual career in a mobile lifestyle. Assisting spouses with their employment search is one of the Family Liaison Office mandates. Clients include Foreign Service and Civil Service employees and their family members preparing for service abroad. The employee assists and/or collects, and analyzes data to guide and support FLO's employment advocacy initiatives; prepares informational briefings and presentations for officials at all levels in the Department including the Director General and the Under Secretary for Management. The incumbent of this full-time position works under the direction of the Employment Program Coordinator and the Director of the Family Liaison Office.

4. The SNAP-GEI Coordinator addresses employment and career development issues by researching new initiatives, developing special projects and managing the Strategic Network Assistance Program (SNAP) and Global Employment Initiative (GEI). Major duties are:

Monitor and evaluate program progress. Oversee SNAP/GEI

contract funds and tracks expenditures. Liaise with government contractor to support hiring of new Local Employment Advisors and other HR related tasks. Monitor the budgeting and drawdown of funds of the SNAP contract and manage contract issues. Work with posts and contracting representative as needed to coordinate hiring at new posts and address other related HR and budget issues. Manage all aspects of assigned projects. Serve as liaison and primary point of contact between clients and FLO management regarding SNAP/GEI. Work with FLO management and other Department offices to identify issues and develop program policy and direction. Oversee compilation of monthly SNAP statistics and prepare updates and reports, as necessary.

Supervise and provide guidance and administrative support to Local and Regional Employment Advisors (LEAs and REAs) working under the Strategic Networking Assistance Program in U.S. Embassies and consulates located worldwide.

Work to institutionalize SNAP-GEI; provide outreach to companies and coordinate events to bring companies, Department and spouses together to further joint employment interests. Provide backup to others in the Employment Section as required. Serve on task forces as required during crises.

Serve as principal drafter of speeches, cables, information memoranda, decision memoranda, taskers, etc., for the Director General and other State Department officials, as needed, to support SNAP and GEI development and initiatives. Draft regular updates for FLO-CLO Connection and FS Direct.

If required by FLO, conduct on-going site visits to SNAP posts to provide support and evaluate effectiveness of program. Serve as spokesperson or advisor on FLO's global employment programs to Ambassadors, Deputy Chiefs of Mission, Management Officers, and Community Liaison Office Coordinators during SNAP site visits.

Design, deliver, and evaluate all training and professional development programs for SNAP, including Professional Skills Development Training for Local Employment Advisors and regional trainings, if necessary.

Design and deliver distance learning (web conferences) and other virtual training support for the SNAP team.

Design and deliver training at the Transition Center, FSI, to provide support for Foreign Service employees and family members going overseas.

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Design and deliver new training sessions and redesign or

update existing training modules for the Family Liaison Office, as necessary.

Brief Community Liaison Office (CLO) Coordinators and other interested groups on FLO's employment initiatives.

The SNAP-GEI Coordinator, like all FLO staff, will serve rotational duty on the task force during post evacuations as deemed necessary.

5. Qualifications and Ranking Factors: Applicant is requested to address the following factors individually in a supplemental written statement submitted with the application material.

Applicant must be a U.S. citizen with at least five years of first-hand knowledge of Foreign Service life generally gained by experience living and working in Foreign Service communities abroad. The applicant must be able to demonstrate:

- a) First hand knowledge of the employment environment for Foreign Service family members managing careers in a mobile lifestyle in the United States and at US embassies and consulates abroad.
- b) Experience in project management, contract management and achieving results in a large bureaucratic environment.
- c) Experience in the design and delivery of training programs.
- d) Ability to multi-task and deliver results under tight deadlines.
- e) Ability to communicate effectively in writing.
- f) Strong interpersonal skills in working with people from diverse backgrounds and experience in teambuilding.

In addition, experience with internet and intranet research is essential. International travel to monitor the pilot program may be required.

The Family Liaison Office needs to fill this position as soon as possible. Availability is a key factor. Please note the closing date below.

6. How to apply: interested individuals may submit one of the following: an optional application for Federal employment (OF-612), a SF-171, a federal resume or any other written format (see important instructions for submitting a resume at the end of this announcement).

In addition, each candidate must submit a supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid),

education or special training relates to those qualifications (see item 4 under paragraph 7, additional information).

Applications which are incomplete or mailed in government envelopes will not be considered. Send applications to Tracy Young, HR/EX, room H726, SA-1, Department of State, Washington, D.C. 20520. Applications may also be faxed to Ms. Young at (202) 663-2371. The application must be received by close of business September 18, 2006.

If there are any questions regarding this announcement, please call Leslie Teixeira, Deputy Director, M/DGHR/FLO, at (202) 647-1076. Applicants may want to email (teixeiralm@state.gov) cable, or fax (202-647-1670) their intention to apply to Ms. Teixeira.

7. Evaluation method: determination of basic eligibility and evaluation of the applicant's experience, education and training will be based solely on a review of the Federal application or resume. It is imperative that the information provided be in sufficient detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement.

8. Additional information: 1. All current Federal employees and reinstatement eligibles must submit a current performance appraisal and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS 1812 (applicant appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal

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of record does not fully address the ranking factors, the DS 1812 may be submitted.) 2. All applicants claiming veterans' preference must provide proof of eligibility. 3. All other applicants (non-status) must submit information identified above. 4. All applicants must submit information that addresses the ranking factors (qualifications) in this announcement. 5. All applicants should submit SF-181, race and national origin form (for statistical purposes only).

Privacy act information: The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States code. The information requested is needed to evaluate your qualifications. Other laws require inquiring about citizenship, military service, etc.

9. Information for those who wish to submit a resume: please note that although neither the format nor a

particular application form is specified, there is certain information that applicants must provide in order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a resume format is used, it must contain the following information for the applicant to be considered for the position.

Personal and educational information: 1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code; 2. Social Security number; 3. Country of citizenship (most Federal jobs require U.S. citizenship); 4. Veterans' preference (proof of eligibility required); 5. Highest Federal civilian grade held, including series, beginning and ending dates; 6. Name, city and state of last high school attended and date of diploma or GED; 7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Work experience and other qualifications: applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including:

1. Job title (series and grade if Federal employment);
2. Duties and accomplishments;
3. Employer's name and address;
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor);
5. Starting and ending dates of employment (month and year);
6. Hours worked per week;
7. Salary;
8. Any other qualification, including: job-related training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications).

10. FLO STRONGLY recommends that applicants contact the Career Development Resources Center (CDRC) for guidance on the preparation and submission of an application for a U.S. government position. They can be contacted via telephone at 202-663-3042, via fax at 202-663-3146, and the email is CDRC@state.gov. The CDRC is located at SA-1, Room L321, Columbia Plaza, 2401 E Street, NW, Washington, DC 20520. This service is available at no cost to Department of State employees and family members of US Government employees serving overseas under Chief of Mission authority. The intranet website is <http://hrweb.hr.state.gov/csp/cdrc/index.html>.

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